

Special Pay Process

Special payments made to civilian employees are to correct salary underpayments. It is a payment process made to employees other than through normal payroll processing.

Who is eligible?

Salary underpayments to civilian employees or former employees resulting from errors shall be corrected by increasing or decreasing the pay factors affected on the first payroll prepared after the error is discovered.

The reported time and attendance which is less than an employee's normal work schedule is presumed to accurately reflect the employee's hours of work and non-work.

Employees or former employees must follow the USAREUR claims procedures prescribed in this memorandum

Authorization for a special payment will be for the following reasons:



1. To employees who are erroneously omitted from the payroll;
2. To employees who are paid for less than 90 percent of their regular biweekly pay and allowances and a special payment is requested by the employee and approved by the commanding officer/director of the employing activity
3. To employees placed in a Leave Without Pay (LWOP) status for payroll processing, and whose LWOP has been approved for conversion to advanced annual, sick, and/or donated leave. The commanding officer/director, after reviewing each case for hardship, may approve requests for special payment for employees provided the employee meets the 90 percent guideline.

No special payment will be authorized for partial payment of salary before the regular payday or payments for overtime or other premium pay earned but not reported



Employing Activity Responsibilities

*There are a few items that need to be completed before a special payment can be granted or processed.

Please use this checklist prior to notifying your Customer Service Representative (CSR).

- If the discrepancy is due to a personnel action then the servicing CPAC must first correct the error.
- If the discrepancy is due to erroneous time and attendance data entry, the correction must be made first either through DCPS or ATAAPS before the retro processing date.

***** Note any changes that are completed in ATAAPS vice DCPS will not populate until the next pay period.**

- Allow retro processing to run- Retro processing runs on certain days during the biweekly pay period. Retro run times are listed below:
- On a pay week-(**First week of the pay period**) retro runs Sunday evening, Tuesday evening, and Thursday Evening.
- On a non pay week (**Second week of the pay period**). Retro runs Monday evening, Wednesday evening.
- Follow the below steps to verify that Retro has processed.
 - 1.Login to DCPS
 - 2.Select option ' 9 ' – History (Time) – Sequential
 - 3.Enter employee's SSN & the pay period end (PPE) date the corrected T&A was entered
 - 4.Verify the column 'DATE ADJ'

Additional information and/or guidance can be found on the DCPS T&A User Manual (pg. D7-63) of the below link.
<https://dfas4dod.dfas.mil/systems/dcps/consolid/files/tnauserm.htm>

5. Once all of the above steps are completed and the special pay form is properly completed please forward all

requests for special pay by e-mail to elaine.p.jeanpierre-bailey.civ@mail.mil, Chief, Defense Civilian Payroll System (DCPS) Support Office – Europe



UNCLASSIFIED

Special Payment Request

Special Pay Control # _____

The Special Payment request submitted as follows:

- * Pay Period:
- * Employee's TAG :
- * Employee's name & full SSN:
- * What happened?
- * What caused the problem/error?
- * Was the employee on the 'Missing Time Report'?
- * Was the 'Missing Time Report' worked/corrected? If 'No' why not?
- * Action taken to prevent this from happening again.
- * Approving Official's comments:



CPAC Special Payment Request Format

Command Letter Head

Date

MEMORANDUM FOR HQ USAREUR G1, CPD, DCPS Support Office

SUBJECT: Special Pay Request for <Employee's Name>

1. Request that your office process a special pay for <Employee's Name, Full SSN>

The following information is provided to substantiate this request.

Pay Period:

CPAC location: _____

What Happened?

What caused the problem/error?

Was the "Personnel Interface Report" reviewed and cleared? If "No" Why not?

Were the "New Hire Documents" transmitted to DCPS before cutoff date? If "No" Why not?

What action is being done to prevent a reoccurrence of discrepancy?

Approving Officials Comments:

<**Signature**>

FULL NAME

Title

Phone number

Email Address